

**Embassy of the United States of America
Foreign National Student Internship Program
2015 Academic Year**

U.S. Embassy Tashkent is pleased to announce the Foreign National Student Internship Program to fill **one internship position** in the Public Affairs Section.

There are no benefits attached to the internship and no compensation, nor any future employment rights. The intern student will be retained under a Gratuitous Service Agreement.

The internship program provides students with an excellent opportunity to gain useful work experience at an international organization, improve their English skills, and develop event planning/program management abilities through active involvement in various programming activities.

An internship is offered in the following office:

Education USA Advising Center (EAC) (morning shifts only)

Main Duties:

- (1) Assisting EAC clients with advising resources;
- (2) Signing up EAC visitors via telephone and email;
- (3) Helping EAC advisor maintain the EAC client database;
- (4) Helping EAC staff with EAC outreach activities;
- (5) Downloading, printing and making copies of documents;
- (6) Helping clients to research and fill out applications to U.S. Universities;
- (7) Other duties as required.

Students must meet the following criteria to be eligible for the program:

- ✓ At least 18 years old
- ✓ Graduate of a secondary school or specialized secondary educational establishment
- ✓ Currently enrolled not less than half-time in a higher educational institution in Uzbekistan as a 1-4 course student pursuing a bachelor's degree
- ✓ In good academic standing at current educational institution
- ✓ Good computer/internet and customer service skills
- ✓ Proficient in English, Russian and Uzbek
- ✓ Provide written permission from the educational institution
- ✓ Legal resident of Uzbekistan

In addition, applicants must be able to work for a period of at least 6 months from 09:00 to 13:00 every workday Monday through Friday. Applicants must write their hours of availability (Monday through Friday) in their **Statement of Interest**. This include available hours for the spring 2015 semester. Applicants that do not include this will not be considered.

Interested applicants must complete the enclosed forms and email them to the Embassy Human Resources Section at personnel@usembassy.uz by **November 28, 2014**. Indicate “**EAC Student Internship Program**” in the subject line of all e-mails.

The application forms are also available online at the Embassy's website <http://uzbekistan.usembassy.gov/>